1) From the Super User: User Setup Screen, Select "New User"
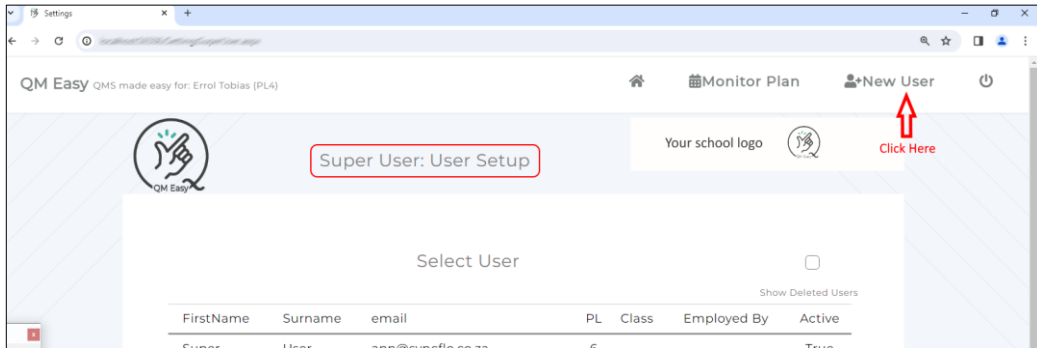
2) Complete ALL fields and click "Save".

3) User is Saved – View then in the All Users list

4) Users profile is ready to be edited.

5) Users to refer to https://qmeasy.co.za/Downloads/FirstUseEnrollment.pdf to complete their enrolment